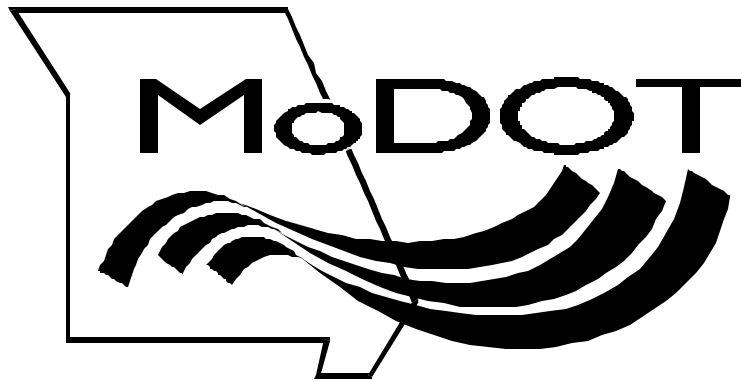


## **Supplement to Application for Employment**

***Note: Retain for your information.***



**Missouri Department of Transportation**

***[www.modot.state.mo.us](http://www.modot.state.mo.us)***

# EMPLOYMENT OPPORTUNITIES

## with the

### Missouri Department of Transportation

*For your help in seeking employment with our department, here is a list of commonly asked questions and their answers. Please take a moment to read these before you complete your application. You may also contact the local Human Resources office (telephone number on page 7) for additional information.*

**1. What jobs are available?**

There are many different jobs in the department. The list on pages 4-6 shows our major areas of employment. It also describes the knowledge, skills, and abilities you must have to qualify for consideration in each area.

**2. What if I qualify for consideration in more than one major area of employment?**

Our application allows you to select a MAXIMUM OF THREE major areas of employment for which you wish to be considered.

**3. Will I be considered for jobs in major areas of employment in addition to the three I have indicated on the application?**

No. Experience has shown three categories generally cover a person's normal employment interests. Therefore, we feel you are best able to choose the three which are most applicable to your knowledge, skills, and abilities.

**4. Where are the jobs located?**

General Headquarters in Jefferson City	District 5 in Jefferson City
District 1 in St. Joseph	District 6 in Chesterfield
District 2 in Macon	District 7 in Joplin
District 3 in Hannibal	District 8 in Springfield
District 4 in Lee's Summit	District 9 in Willow Springs
	District 10 in Sikeston

Each one of the above districts also has various highway maintenance facilities and construction project offices located throughout the district.

**5. What if I want to apply in more than one location?**

Page two of the application lists the locations at which you may apply. You may have your application considered in a total of three locations in the state by checking the appropriate locations. (An application placed at either the General Headquarters Office or the Jefferson City District 5 Office will be considered for job openings at BOTH of these locations.)

If you choose more than one location, send your application to your first preference where it will be entered into the department wide system and kept on file for six months.

Applicants interested in a civil engineering career may contact the civil engineer recruiter toll free at 1-877-605-1435 to discuss available locations.

6. **How does the job-selection process work?**

Your application is analyzed to determine the level of your knowledge, skills, and abilities in each of the major areas of employment you have marked on the application. As vacancies occur, you will be given consideration in the job areas you have selected.

**NOTE:** *We do not provide general, preliminary interviews before the initial selection of candidates.*

7. **Should I call and check to see what jobs are open?**

Our computerized system assures that every applicant will be given consideration for every vacancy in the job areas of their interest. Therefore, it is not necessary to inquire (either in person or by mail) about individual job vacancies. Calls inquiring if an application is still active, however, are welcome.

8. **How long will my application be considered?**

Your application will be actively considered for six months. You may renew it for a second six-month period by written or verbal request. If your application is over one year old, we ask you to complete a new form.

9. **Will I be considered for unadvertised jobs?**

The department conducts an active internal advertising effort for many of our job vacancies. This means our current employees are given first chance to apply for internally advertised positions. If no department employees are qualified for or express interest in the jobs posted for employees only, we then consider outside applicants for those vacancies. For jobs which are not advertised internally, outside applicants are considered from the beginning.

10. **If I provide a copy of my resume, do I need to fill out an application?**

Yes. We consider a resume as supplemental to our application, since the application contains important information not normally included in resumes.

All external applicants must pass a drug test after being given a conditional offer of employment to either a wage or salaried job. External applicants, excluding summer, intern, and emergency, must also take a medical examination. Both the drug test and medical examination are paid for by the department. External applicants should not resign from current employment until informed by a representative from the Missouri Department of Transportation that the drug test and medical examination have been passed.

**MISSOURI DEPARTMENT OF TRANSPORTATION**  
**INFORMATION ABOUT TYPES OF WORK**

1. **Accounting/Auditing**  
(professional) - bachelor's degree in accounting; experience in accounting or auditing activities
2. **Archaeology (Cultural Resources)/Environmental**  
(professional) - bachelor's or master's degree in archaeology, anthropology, the fields/programs of architecture, architectural history, history, and/or historic preservation or environmental sciences (which include biology, forestry, etc.); experience in cultural resource management, archaeological investigations, environmental studies or environmental types of jobs
3. **Archaeology/Technician**  
(technician) - 2 years college or technical school in archaeology, historic architecture, history, or anthropology, plus experience in excavations labeling and cleaning artifacts, and recording buildings
4. **Attorney**  
(professional) - LLB (Bachelor of Laws degree)
5. **Bookkeeping/Payroll**  
(office) - high school graduation, with courses in accounting, accounting or bookkeeping experience
6. **Bridge Maintenance/Painting**  
(skilled craft) - 8th grade education (for bridge painting jobs); high school graduation (for bridge repair jobs); experience in welding and painting, labor jobs; willing to travel statewide, overnight extensively; CDL requirement
7. **Building Maintenance/Repair**  
(skilled craft) - high school graduation, plus custodial experience, including carpentry, minor repair work, plumbing, concrete, electrical work, etc.
8. **Chemist**  
(professional) - bachelor's degree in chemistry
9. **Civil Engineer**  
(professional) - bachelor's degree in civil engineering from an accredited college or university
10. **Computer Information Specialist/Programmer/System Support**  
(professional) - bachelor's degree in computer science; experience in computer programming or systems applications
11. **Computer Technician**  
(office) - 2 years college or business school with courses in computer systems/operations and four years applicable experience
12. **Core Drill Operation**  
(skilled craft) - high school graduation, experience in exploration, oil, or water well drilling; willing to travel statewide, overnight extensively; CDL requirement
13. **Custodial**  
(service maintenance) - 8th grade education plus building custodial experience

14. **Data Entry Operator**  
(office) - high school graduation, with courses in typing or data entry; alpha-numeric key entry experience
15. **Drafting/CADD**  
(technician) - 1 to 2 years post-high school computer-based specialized training in drafting; drafting experience
16. **Electrician**  
(skilled craft) - 1 year post-high school training in electronics and electrical circuits; experience in the maintenance and repair of traffic lights, signals, mobile radio equipment, or other similar equipment
17. **Electronic Repair**  
(skilled craft) - 1 to 2 years post-high school training in digital electronics and electrical circuits; experience in shop repair, maintenance, and refinishing of electronic equipment
18. **General Clerical**  
(office) - high school graduation; experience as a typist, receptionist, file clerk, etc.
19. **Geologist**  
(professional) - bachelor's degree in geological engineering or geology
20. **Governmental Affairs**  
(professional) - bachelor's degree in political science, journalism, or related field, legislative liaison experience
21. **Highway Construction Technician**  
(technician) - high school graduation, preferably with courses in math through trigonometry; experience in highway construction layout and control
22. **Highway Maintenance**  
(skilled craft) - 8th grade education; ability to perform physical labor, including moving materials by hand, operating hand tools and stationary flagging; CDL requirement
23. **Human Resources Management**  
(professional) - bachelor's degree in human resources, personnel management, business administration, psychology, or a related field; professional human resources experience
24. **Journalism/Public Affairs**  
(professional) - bachelor's degree in journalism, or a related discipline; professional journalism experience
25. **Legal Secretary**  
(office) - high school graduation; ability to type and use speedwriting methods
26. **Materials Testing/Inspection/Research**  
(technician) - high school graduation with courses in math and science; experience in aggregate inspection, sampling, or testing of construction materials

27. **Mechanic/Vehicle Repair**  
(skilled craft) - associate's degree in automotive technology
28. **Paralegal/Legal Assistant**  
(technician) - associate's degree in legal studies or two years of specialized technical training in legal studies
29. **Photography**  
(technician) - up to 1 year post-high school specialized training in photography; 1 year experience in photography and/or developing and printing pictures
30. **Planning Technician**  
(office) - two years of college including courses in algebra, statistics, accounting or related subjects
31. **Print Shop**  
(office) - high school graduation; experience in printing booklets, pamphlets, blueprints, informational material, and in operating duplicating and reproduction equipment
32. **Purchasing/Stocking Operations**  
(professional) - bachelor's degree in business administration, with courses in purchasing and accounting; 6 to 8 years experience in purchasing activities
33. **Real Estate Acquisition**  
(professional) - bachelor's degree in real estate, finance, economics, business or public administration; para-professional position requires two years of college; professional experience in relocation, appraisal, or real estate negotiation activities
34. **Risk Management/Safety**  
(professional) - bachelor's degree in risk management, business administration, public administration, safety management, or behavioral science
35. **Secretarial**  
(office) - high school graduation; requires oral dictation, speedwriting, or transcription machine skills; secretarial experience
36. **Service Attendant**  
(service maintenance) - high school graduation with courses in mechanics
37. **Sign Manufacturing**  
(skilled craft) - 8th grade education; however, some jobs require high school graduation; ability to operate hand and power tools; experience in operating spray paint and other sign production or factory equipment
38. **Surveying**  
(technician) - high school graduation; route surveying experience
39. **Transportation Planning**  
(professional) - bachelor's degree in civil engineering or in transportation, planning, public administration, economic development, or a related field.

# **MISSOURI DEPARTMENT OF TRANSPORTATION**

## **GENERAL HEADQUARTERS AND DISTRICT OFFICE ADDRESSES**

### **General Headquarters**

Missouri Department of Transportation  
105 West Capitol Avenue  
P.O. Box 270  
Jefferson City, Missouri 65102  
Toll Free 1-877-605-1435 (Human Resources)

### **District 1**

Missouri Department of Transportation  
3602 North Belt Highway  
P.O. Box 287  
St. Joseph, Missouri 64502  
(816) 387-2350

### **District 2**

Missouri Department of Transportation  
902 North Missouri Street  
P.O. Box 8  
Macon, Missouri 63552  
(660) 385-3176

### **District 3**

Missouri Department of Transportation  
1711 South Highway 61  
P.O. Box 1067  
Hannibal, Missouri 63401  
(573) 248-2490

### **District 4 - Kansas City Metro District**

Missouri Department of Transportation  
600 Northeast Colbern Road  
Lee's Summit, Missouri 64086  
(816) 622-6500

### **District 5**

Missouri Department of Transportation  
1511 Missouri Boulevard  
P.O. Box 718  
Jefferson City, Missouri 65102  
(573) 751-3322

### **District 6 - St. Louis Metro District**

Missouri Department of Transportation  
1590 Woodlake Drive  
Chesterfield, Missouri 63017-5712  
(314) 340-4100  
(314) 340-4115 (Human Resources)

### **District 7**

Missouri Department of Transportation  
3901 East 32nd Street  
P.O. Box 1445  
Joplin, Missouri 64802  
(417) 629-3300

### **District 8**

Missouri Department of Transportation  
3025 East Kearney  
M.P.O. Box 868  
Springfield, Missouri 65801  
(417) 895-7600

### **District 9**

Missouri Department of Transportation  
910 Springfield Road  
P.O. Box 220  
Willow Springs, Missouri 65793  
(417) 469-3134

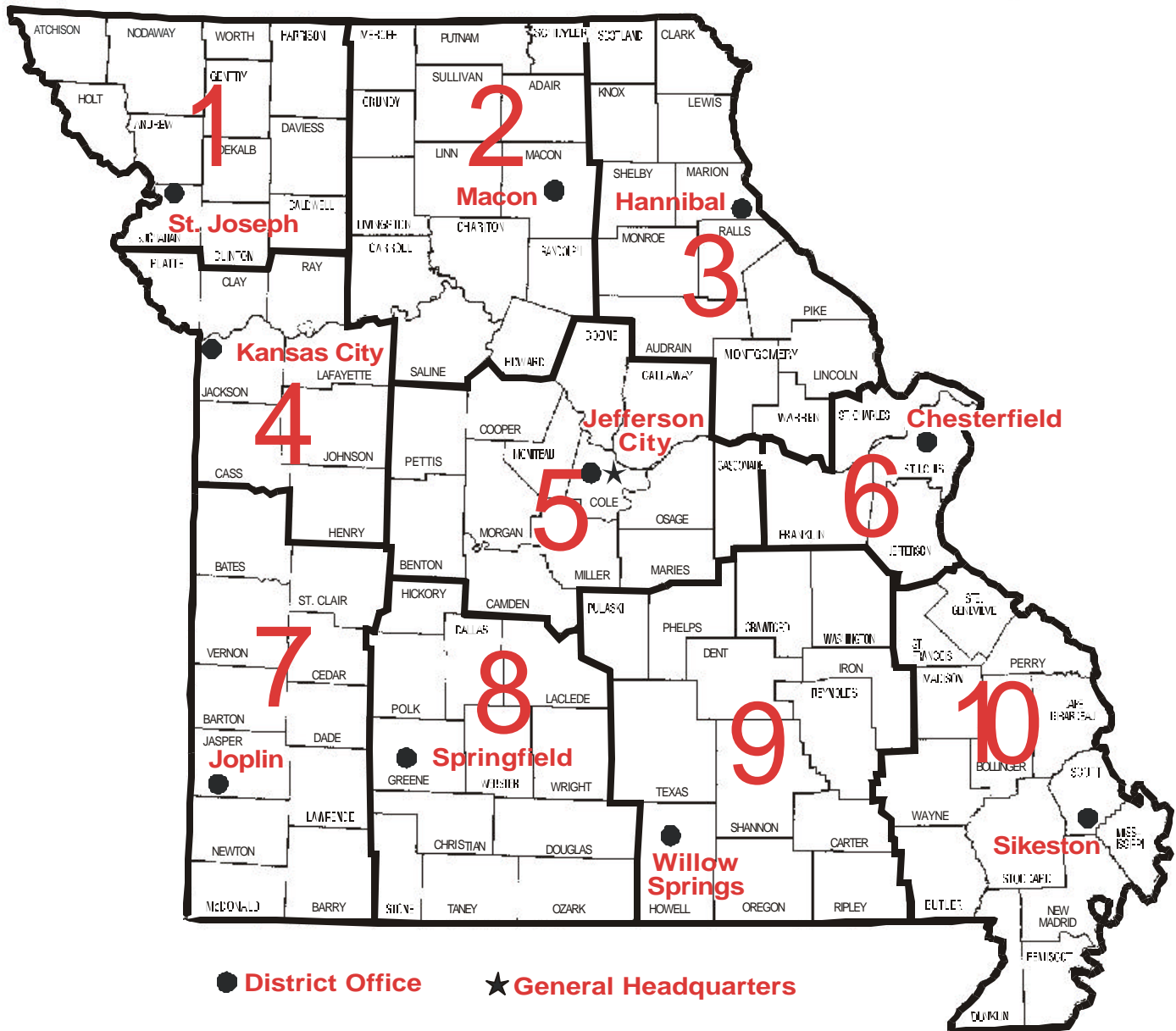
### **District 10**

Missouri Department of Transportation  
2675 North Main Street  
P.O. Box 160  
Sikeston, Missouri 63801  
(573) 472-5333

***If you have special needs addressed by the Americans with Disabilities Act, please notify the appropriate district office or General Headquarters. If you are hearing or speech impaired, please contact the Missouri Relay System by calling 1-800-735-2966.***

# Missouri Department of Transportation

## District Outline Map



COUNTY	DIST.	COUNTY	DIST.	COUNTY	DIST.	COUNTY	DIST.	COUNTY	DIST.	COUNTY	DIST.
Adair .....	2	Cedar .....	7	Greene .....	8	Linn .....	2	Ozark .....	8	St. Louis .....	6
Andrew .....	1	Chariton .....	2	Grundy .....	2	Livingston .....	2	Pemiscot .....	10	Saline .....	2
Atchison .....	1	Christian .....	8	Harrison .....	1	McDonald .....	7	Perry .....	10	Schuyler .....	2
Audrain .....	3	Clark .....	3	Henry .....	4	Macon .....	2	Pettis .....	5	Scotland .....	3
Barry .....	7	Clay .....	4	Hickory .....	8	Madison .....	10	Phelps .....	9	Scott .....	10
Barton .....	7	Clinton .....	1	Holt .....	1	Maries .....	5	Pike .....	3	Shannon .....	9
Bates .....	7	Cole .....	5	Howard .....	2	Marion .....	3	Platte .....	4	Shelby .....	3
Benton .....	5	Cooper .....	5	Howell .....	9	Mercer .....	2	Polk .....	8	Stoddard .....	10
Bollinger .....	10	Crawford .....	9	Iron .....	9	Miller .....	5	Pulaski .....	9	Stone .....	8
Boone .....	5	Dade .....	7	Jackson .....	4	Mississippi .....	10	Putnam .....	2	Sullivan .....	2
Buchanan .....	1	Dallas .....	8	Jasper .....	7	Moniteau .....	5	Ralls .....	3	Taney .....	8
Butler .....	10	Daviess .....	1	Jefferson .....	6	Monroe .....	3	Randolph .....	2	Texas .....	9
Caldwell .....	1	DeKalb .....	1	Johnson .....	4	Montgomery .....	3	Ray .....	4	Vernon .....	7
Callaway .....	5	Dent .....	9	Knox .....	3	Morgan .....	5	Reynolds .....	9	Warren .....	3
Camden .....	5	Douglas .....	8	Laclede .....	8	New Madrid .....	10	Ripley .....	9	Washington .....	9
Cape Girardeau .....	10	Dunklin .....	10	Lafayette .....	4	Newton .....	7	St. Charles .....	6	Wayne .....	10
Carroll .....	2	Franklin .....	6	Lawrence .....	7	Nodaway .....	1	St. Clair .....	7	Webster .....	8
Carter .....	9	Gasconade .....	5	Lewis .....	3	Oregon .....	9	St. Francois .....	10	Worth .....	1
Cass .....	4	Gentry .....	1	Lincoln .....	3	Osage .....	5	Ste. Genevieve .....	10	Wright .....	8